



**Lieutenant Governor
Shan S. Tsutsui**



School Year 2016-2017 Application Instructions

1. Introduction

Resources for Enrichment, Athletics, Culture and Health (R.E.A.C.H.) is an initiative of the Office of Lieutenant Governor Shan Tsutsui (OLG) working in collaboration with the Department of Education (DOE) and Office of Youth Services (OYS). The purpose of this statewide initiative is to provide an organizational framework and a funding base for public schools to offer after-school programs for middle and intermediate school students so they can stay on track toward high school graduation and be better prepared for future success. The after-school programs will offer instruction and activities from three general areas: academic enrichment, arts and culture, and athletics.

OLG and OYS are looking for qualified applicants to provide after-school programs, services, and activities in safe, structured learning environments. Interested applicants should propose specific programs and services that will address the unique needs and issues of students in their school communities during non-school hours. Funds will be made available through OYS for public middle and intermediate schools that meet the selection criteria. OLG/OYS will administer the application process for project funding and the DOE will distribute the awards to the selected schools.

Mission of R.E.A.C.H.

The mission is to ensure all students in grades 6 to 8 receive the academic and community-based support they need to stay on track toward high school graduation, college, career and beyond by engaging them in a broad-base of programs and activities, outside of regular instructional hours, in the areas of academic enrichment, arts and culture, and athletics. Studies have shown that after-school programs not only keep students safe and engaged in learning, but also help improve their academic performance, school attendance, behavior and health.

2. Goal of R.E.A.C.H

The goals of R.E.A.C.H are:

- To engage students in programs and activities that will enhance their educational development to assist them in achieving a successful “endpoint” transition to young adulthood, e.g., graduation, employment, and post-secondary education;
- To provide culturally responsive and enriching services and activities that will enhance the students’ self-esteem and responsible decision-making; leadership development; service learning; career exploration; and other activities that will promote personal growth and development, including creative expression through drama, poetry, dance, and music; and
- To provide opportunities for students to help improve their physical health, self-confidence, athletic and scholastic competence, physical appearance and to develop coping skills necessary for students to overcome the many challenges in life.

3. Selection Criteria for Program Award

Proposals that meet the terms and selection criteria shall be considered.

- a. The program activity is appropriate for middle school-age children.
- b. The proposed program includes a mechanism for tracking and reporting data on student outcomes:
 1. Attendance in school
 2. Behavior
 3. Course work and grades
- c. Committed leadership in the school and caring adults involved with the R.E.A.C.H. program.
- d. A R.E.A.C.H. coordinator will be designated within the school to manage all components of the program within the school or between the school and the independent service provider.
- e. R.E.A.C.H. coordinators shall attend a mandatory one-day orientation meeting to be held in August 2016 at the State Capitol.
- f. Distinctive quality programs designed to match students' interests either exists and will be expanded upon or will be pursued.
- g. For existing programs, student participation rate is a minimum of 10% of the total student population.
- h. Partnerships and collaborative efforts to leverage state resources with that of local government, businesses, community and parental support to supplement the program exists and is evident.
- i. Receipt of federal funding for SY2016-2017.

4. Proposal Review and Selection

All applications will be reviewed by the OLG and OYS and they will determine a school's readiness to benefit from after-school programming and to achieve the goals and student outcomes set forth in this invitation, and its recommendations will be factored into the final selections.

Final selections will be made jointly by the OLG and the OYS.

5. Procedures

All middle and intermediate schools that meet the selection criteria are encouraged to apply by using the application form attached. Narratives for proposals shall be no more than three (3) pages and the entire application shall be no more than five (5) pages. All applications must be signed by the appropriate Complex Area Superintendent (CAS). The endorsement by the CAS can be faxed or scanned and emailed. Applicants should address all narrative components writing succinctly and with coherent flow.

Please email completed application forms to: ecaberto2@dhs.hawaii.gov or mail them to:

State of Hawaii
Department of Human Services
Office of Youth Services
ATTN: Edralyn Caberto
707 Richards Street, Suite 525
Honolulu, Hawaii 96813

Faxed applications will also be accepted at (808) 587-5734.

6. Proposal Format

Please use the official R.E.A.C.H. application forms attached:

I. SUMMARY INFORMATION -

Name of School:

District school is located in:

Name of Principal

Name of Complex Area Superintendent

Total amount requested

Project period: First day of SY16/17 to June 30, 2017.

Number of students participating in the program:

Summary: "Funding for [state after-school program's name] will support the R.E.A.C.H. initiative by [add elements of your intended goals].

Explain how the required data will be collected and tracked to demonstrate that the desired student outcomes are achieved.

II. KEY CONTACT PERSONS and ENDORSEMENT BY COMPLEX AREA SUPERINTENDENT

Indicate the person responsible for answering any questions related to your submission, the name of the person who will be coordinating the multiple stakeholders and schedules to implement the proposed after-school program. All proposals should be reviewed with the respective Complex Area Superintendent (CAS) and include their signature to signify that they endorse the submittal.

Name of key contact:

Name of coordinator:

Endorsement by the Complex Area Superintendent (CAS)

III. CAPACITY and PARTNERSHIPS

R.E.A.C.H. strongly encourages the use of a community-based approach where schools partner with their respective parent associations, after-school service providers, and the private sector to supplement funding and resources. Partnering with these stakeholders will ensure that the after-school programs will be well established in their respective communities and will likely be financially viable for the long term.

IV. BUDGET

All applicants shall provide a **detailed** budget that shall list personnel, supplies, equipment, uniform, transportation, and travel costs. All interisland travel requires prior approval of the OYS. If the applicant is requesting funds for personnel costs, applicant must provide job titles and descriptions for each paid person.

Applicant shall also provide listing of all other sources of funding that they are seeking for fiscal year 2017.

7. Proposal Timeline

All complete proposals that meet the selection criteria submitted by the invitation deadline will be considered. Proposals are due Friday, July 1, 2016 by 3:00 p.m.

For additional information, please contact Jayson Watts, Senior Advisor to the Lieutenant Governor at 586-0255 or jayson.watts@hawaii.gov or Edralyn Caberto, Children & Youth Specialist at the state Office of Youth Services at 587-5725 or ecaberto2@dhs.hawaii.gov.